

**U.S. DEPARTMENT OF COMMERCE  
Bureau of the Census  
Recruiting Bulletin**

**ISSUE DATE:** August 13, 2009

**Recruiting Bulletin No. LA-RCC-2009-97  
Los Angeles Regional Census Center**

**CLOSING DATE:** August 19, 2009

**POSITION:** Clerk GG-0303-05

**ANNUAL SALARY:**

GG-05: (\$34,191-\$43,309 steps 01-10)

**Applicants new to federal service will be appointed to the grade qualified at the step 01 level**

**EXCEPTED SERVICE APPOINTMENT:** This is a Schedule A time-limited appointment not to exceed September 25, 2010.

**AREA OF CONSIDERATION:** *Current Census Bureau Employees with status; Current Census Bureau Employees on a Term Appointment of more than one year.*

**Please note:** *All current employees on a less than one year appointment, such as an LCO employee must apply to the external posting.*

**Duty Station:** Northridge, California

*Payment of relocation expenses IS NOT authorized.*

**DUTIES:** The incumbent performs clerical support duties for support of the 2010 Census. Clerks may support staff in administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Clerks will receive, sort, open, control and route incoming mail. Clerks will maintain correspondence files. Clerks will also receive telephone and personal callers and directs them to appropriate office employees based on knowledge of employee's areas of responsibility. Clerks maintain a variety of logs. Clerks may maintain stockroom supply levels. Operates various office machines. Performs other clerical duties as required.

**QUALIFICATIONS:**

1. Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the specialized experience indicated below.
2. **Specialized experience is defined as:** experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level. This experience must be found within your resume or Application for Federal Employment (OF-612).
3. **Evaluation Criteria:** Applicants must provide information demonstrating they have the knowledge and experience listed in the Evaluation Criteria Questions. This information must be addressed in the statements for Evaluation Criteria listed below and returned with your application packet. (See attached sheet with the Evaluation Criteria questions.)

***You may qualify for a position based on your education only, experience only, or a combination of both- as indicated below.***

If you are using education to qualify for a position you **must** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours earned. Applicants selected for the position will be required to supply original transcripts.

**Grade 5: Experience:** One year of specialized experience equivalent to the grade 4, that demonstrates experience in providing administrative support in the one or more of the following areas: personnel, payroll, recruiting, partnership, field operations, and/or geography.

**Education:** Four years of education above high school obtained in an accredited business, secretarial or technical school, junior college, college, or university. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

*You may qualify for a position based on your education, experience, or a combination of both*

**HOW TO APPLY- Each applicant must submit:**

**Step One: Optional Application for Federal Employment (OF-612)**

[http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf) , **OR Resume** List your work duties and accomplishments relating to the job for which you are applying.

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. **This information must be listed in your application packet. Failure to provide this information may result in loss of consideration.**

- Recruiting Bulletin number (found at the top of this listing), title of position, and lowest grade acceptable (i.e. GG-0303-05). (Please do not mail a copy of the vacancy announcement as proof of the position.) If you are applying for multiple grades (i.e. 09, 11, 12) you will need to submit a complete application packet for each grade if applicable.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the most recent version of the SF-15 (rev. 8/08 or 12/04), Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference. (Member 4 copy is preferred.)
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current/former supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

- Individuals with a disability may request reasonable accommodations by calling (818) 717-6700.

**Step Two:** Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. To be considered, applicants must submit a separate individual statement addressing each Evaluation Criteria statement. **These questions must be completed and submitted along with the application. See attached sheet with the Evaluation Criteria Questions.**

**Step Three:** Complete an OF-306, Declaration for Federal Employment and return with your application packet.

[http://www.opm.gov/forms/pdf\\_fill/of306.pdf](http://www.opm.gov/forms/pdf_fill/of306.pdf)

**Step Four:** Check to see you have a complete application package which includes **all** of the following:

- Resume or Optional Application for Federal Employment (OF-612)
- Declaration for Federal Employment (OF-306)
- Statement addressing Evaluation Criteria Questions.
- (Optional) Any Veteran's Preference eligibility documents mentioned above.
- (Optional) Transcripts (Unofficial will be accepted for qualification purposes, Official copy will be required if selected.)
- (Optional) Any additional supporting documentation for experience and/or education.

**APPLICATION DEADLINE:** Application materials must be postmarked on or before the closing date of the recruiting bulletin. Applications may be delivered in person to the receptionist.

**Facsimile, online, and emailed applications are not accepted.**

**Send all application information to:**

**U.S. Census Bureau  
Los Angeles Regional Census Center  
9301 Corbin Avenue, Ste. 1000  
Northridge, CA 91324  
ATTN: Human Resources**

*PLEASE READ THIS ENTIRE DOCUMENT BEFORE CALLING THE AGENCY WITH QUESTIONS.  
For further information on this vacancy you may contact, Lita Eastman, Human Resource Specialist, at (818) 717-6772.*

*Payment of relocation expenses IS NOT authorized.*

**CONDITIONS OF EMPLOYMENT:**

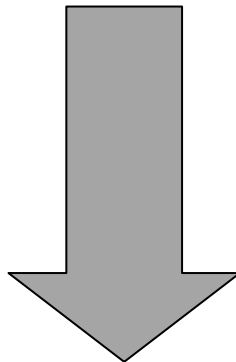
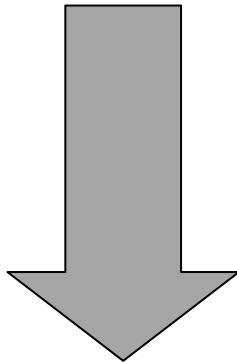
- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined and jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AND AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

**KEEP SCROLLING DOWN FOR THE VARIOUS CRITERIA  
QUESTIONS THAT NEED TO BE ANSWERED AND  
RETURNED WITH EACH APPLICATION.**



<b>EVALUATION CRITERIA QUESTIONS FOR: LA-RCC-2009-97 Last Name:</b>	
<b>CLERK GG-0303-05</b>	
<p>This position requires the possession of specialized knowledge, skill and/or abilities.</p> <p>Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. <b>To be considered, applicants must answer the questions below addressing each area.</b></p>	<p>Applicants are required to complete the following: In the space below write your experience that supports your answer.</p> <p><b>** RETURN WITH YOUR APPLICATION**</b></p> <p><b>Use additional paper for longer answers.</b></p>
<p><b>1. Experience following established office procedures to assist in the daily function of an office.</b></p>	
<p><b>2. Experience in maintaining and organizing personnel and payroll files.</b></p>	
<p><b>3. Experience in operating personal computers and calculators.</b></p>	